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	pproved For	Release 2	2 002/11/20	JNFIDENT : CIA-RDI	ORD SHEET
• •		ROL	JTING A	ND RE	CORD SHEET
INSTRUCTIONS: Offi and each comment n before further routin	umbered to corres	pond with th	e number in th	ne "TO'' colu	nder each comment a line should be drawn across sheet mn. Each officer should initial (check mark insufficient) to Registry.
FROM:					NO.
Direc	tor of Trai	ning.			DATE
					19 August 1954
то	ROOM NO.	D/ REC'D	FWD'D	OFFICER'S INITIALS	COMMENTS
1. DDCI	123 Admin	4,9	8/20/54	cpc	This is but on attempt
2.	ROULI	10		<i></i>	to help the DDP solve
AD/P	217 Curie	VIII			This is but one attempt to help the DDP solve the training problem. It has not been coordinates
3.					It has not ofen coordinates
4.					
					1-2: I have not studied this, but request that you consider it in
5.					your current work with the over-all slotting problem.
6.					arc
7.					25 Aug. 54
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FORM NO. 51-10 PREVIOUS EDITIONS

FORM NO. 51-10 PREVIOUS EDITIONS

CONFIDENTIAL

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Approved For Release 2002/11/20 : CA RDP80-01826R001000130008-3

CONFIDENTIAL



MERCHANDING OF UNDERSTANDING OF ADULTIONAL PULLOTES

AND PROCECURES FOR ADMINISTRATING PROCEAU FOR

CAREER STREET OF JUNIOR PERSONNEL (Meeting of 1 July 1954)

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- development of junior personnel and places certain responsibilities in the development of junior personnel, the director of Training and a Committee for Career Development of Junior Personnel. By the terms of the Soties, the AD/F and the DTH share responsibility with the Head of the Career Service of the individual concerned in discharging the specified functions of the Committee.
- 2. In commonnes with the separate and joint responsibilities imposed upon us as the sD/P and UTR, we agree to the following additional policies and procedures in order to adequately discharge our responsibilities to implement the basic policies and procedures contained in the Notice and to ensure a joint approach and lieison between our respective of fices:
 - a. Junior Career Development State (JCD)

30 Junior Career Development Slots (JCD) will be available for encombrance during the calendar year beginning with the date of initial selections by the Committee. Depending on the quality and availability of applicants, an attempt will be made to allot approximately one-fourth of these slots every three months of the year, but a proportionately greater number may be allocated in the initial selection of participants.

b. Selection of Participants on Quarterly Besis

The Committee for the for Development of Junior Personnel plans to

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Area of Participation According to Career Plan

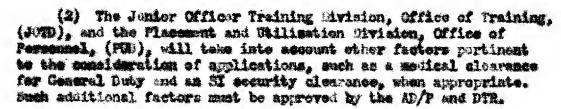
Course

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BIG, Part II Operations BIG, Part II, or Operations, as apprepriate



(b) In the selection of candidates preference will be given to Gareer Staff members. Other things being equal, preference should also be given to those approaching the upper limits of the age restrictions.



Gr. Procedures for Screening and Processing Applications

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(1) PUD will receive all applications initially and will immediately ferward a copy of the application to JOTD. PUD will review applications to determine that they fully comply with the requirements prescribed in N

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for this purpose, MD will check the eligibility of each applicant for consideration and will contest the individual concerned and the appropriate official (or efficials) to obtain any additional information needed or to check on any data requiring verification.

(2) PID will acknowledge the receipt of each application and will advise the applicant in the acknowledgement or subsequent memorandum, as appropriate, conserning the status of the application.

(3) During each interval between quarterly meetings of the Committee, the Chiefs, JOTD and PUD, will sergen all pending appli-

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and then select approximately 32 emiddates for initial review by the AD/P and STR. From those candidates the AD/P and STR will select approximately 16 individuals for assessment by ASE.

- (A) FUD will act as the general lisieon with applicants and operating offices on matters parts ining to the processing, selection and rejection of applications.
 - (a) JOTD will savise PUD of the date and time for testing applicants and PUD will transmit this information to the individuals concerned.

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- (b) POD will notify all applicants who cannot be coneldered for selection at the next meeting of the Committee.
- (5) Personnel designated by the AD/P and DTR vill be assessed and evaluated on a comparative basis. Upon the conclusion of this process, the Chiefs, JCTD and PUD will jointly discuss all available information on each of the candidates assessed.
- the AD/P and DTR containing recommendations on each individual essentiand a ranking of such perconnel in order of preference for selection.

e. Consisted Action

- (1) Upon receipt of these manorends, the Committee will meet in a quarterly meeting and select a number of personnel, pursuant to 2b. above, for participation in the Program.
- (2) The Committee will review the Career Development Plan of each individual selected and, after appropriate consultation with the individual and the operating efficials concerned, it will approve a final Plan and training program for the participans.
- (3) The Committee will not attempt to define additional standards for selection in the Program but will rely upon evidence and evaluations obtained in the highly selective and competitive process detailed herein.
 - (4) The Coundities will interview each person who is assessed.
- f. Jurisdiction Over Participants After Scientism
- (1) GFR will have jurisdiction over and maintain linious with participants in the Program.

(2)	OTA I	may initiat		ilbor o	cordinat	ion	with	the	Head.	of	tho
Career Ser	7160	concerned,	17	motion	ections	Q.	DATE:	1 G1]*	atire a		

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- (3) The DTR has discretion to terminate participents who fail to maintain a reasonable standard of performance and progress.
- 3. Based upon experience gained in the administration of the Program, the procedural elements contained in this memoranium are subject to alteration or refinement at any time by joint agreement of the undersigned.

Assistant Director for Personnel Director of Training